Community Accountability Planning Submission (CAPS)

User Guide 2013/14

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Introduction to CAPS

What is CAPS?

The Community Accountability Planning Submission (CAPS) is an Excel-based reporting tool designed to assist the Community sector providers with the completion of schedules in the Multi-Sector Service Accountability Agreements (M-SAA). The new CAPS forms will be used to populate the third year of the schedules in the 2011-14 M-SAA.

Differences between CAPS 2011-13 and 2013/14

- The 2013/14 CAPS will refresh (populate) the third year in the 2011-14 M-SAA.
- There are separate files for Local Health Integration Network (LHIN)- and Ministry-managed programs.
- Hyperlinks will be used to navigate through the various CAPS forms.

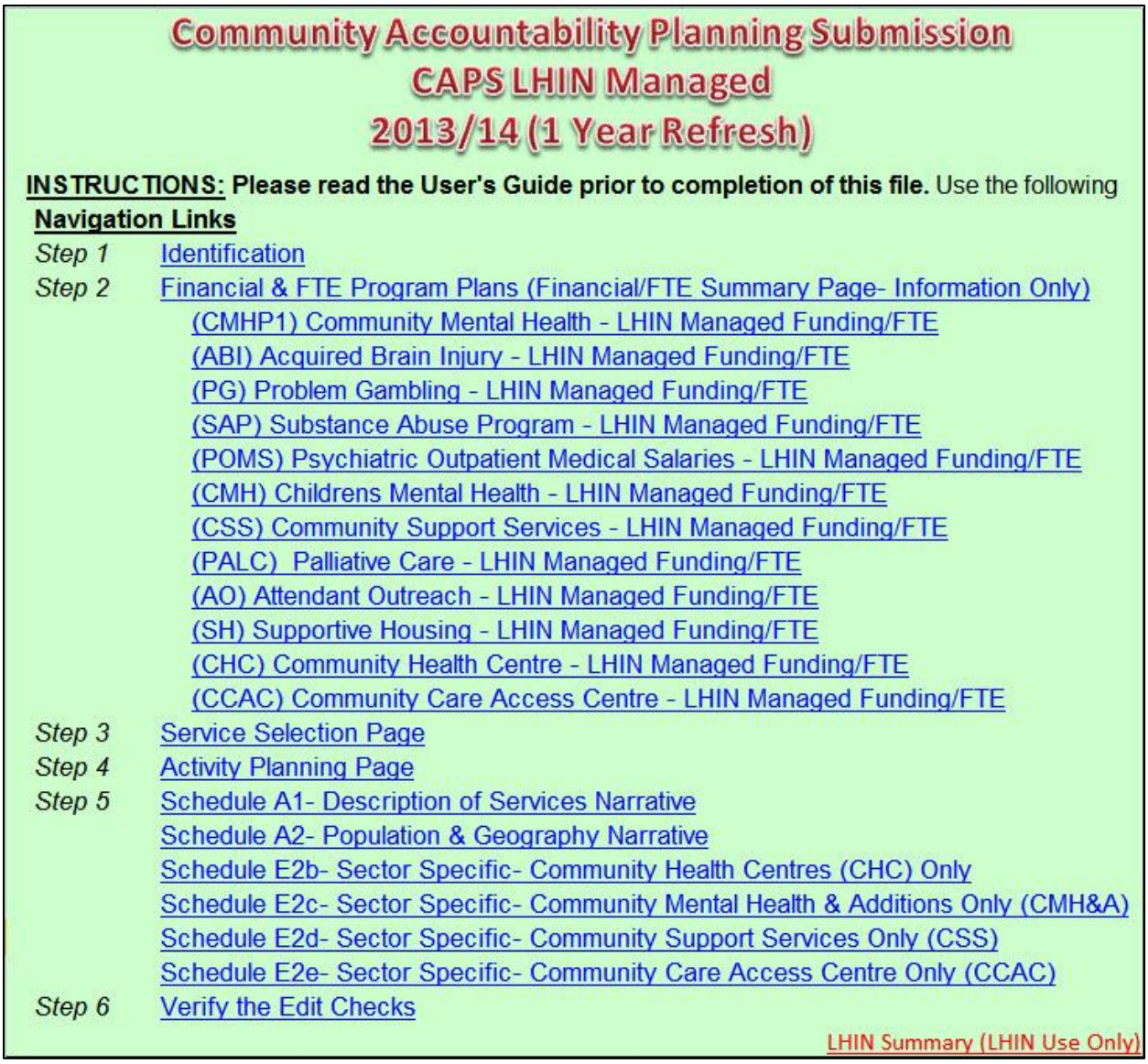
Before you start

- Have access to the following files:
  - CAPS 2013/14 User Guide
  - CAPS 2013-14 LHIN.xls (file for LHIN-managed programs)
  - CAPS 2013-14 Ministry.xls (file for Ministry-managed programs)
  - CATSRI Q2 2012-13.xls
- Read the User Guide. The instructions apply to **both** LHIN- and Ministry-managed programs.
- Attend the LHIN-hosted introduction webinar for the new CAPS.

Completing the CAPS

Main Page

When the CAPS file is first launched, the following Menu Page will display. This page provides blue hyperlinks to each form contained within the CAPS. Use this menu to navigate the required forms and complete the submission.



Community Accountability Planning Submission
CAPS LHIN Managed
2013/14 (1 Year Refresh)

INSTRUCTIONS: Please read the User's Guide prior to completion of this file. Use the following **Navigation Links**

Step 1 Identification

Step 2 Financial & FTE Program Plans (Financial/FTE Summary Page- Information Only)
- (CMHP1) Community Mental Health - LHIN Managed Funding/FTE
- (ABI) Acquired Brain Injury - LHIN Managed Funding/FTE
- (PG) Problem Gambling - LHIN Managed Funding/FTE
- (SAP) Substance Abuse Program - LHIN Managed Funding/FTE
- (POMS) Psychiatric Outpatient Medical Salaries - LHIN Managed Funding/FTE
- (CMH) Childrens Mental Health - LHIN Managed Funding/FTE
- (CSS) Community Support Services - LHIN Managed Funding/FTE
- (PALC) Palliative Care - LHIN Managed Funding/FTE
- (AO) Attendant Outreach - LHIN Managed Funding/FTE
- (SH) Supportive Housing - LHIN Managed Funding/FTE
- (CHC) Community Health Centre - LHIN Managed Funding/FTE
- (CCAC) Community Care Access Centre - LHIN Managed Funding/FTE

Step 3 Service Selection Page

Step 4 Activity Planning Page

Step 5 Schedule A1- Description of Services Narrative
- Schedule A2- Population & Geography Narrative
- Schedule E2b- Sector Specific- Community Health Centres (CHC) Only
- Schedule E2c- Sector Specific- Community Mental Health & Additions Only (CMH&A)
- Schedule E2d- Sector Specific- Community Support Services Only (CSS)
- Schedule E2e- Sector Specific- Community Care Access Centre Only (CCAC)

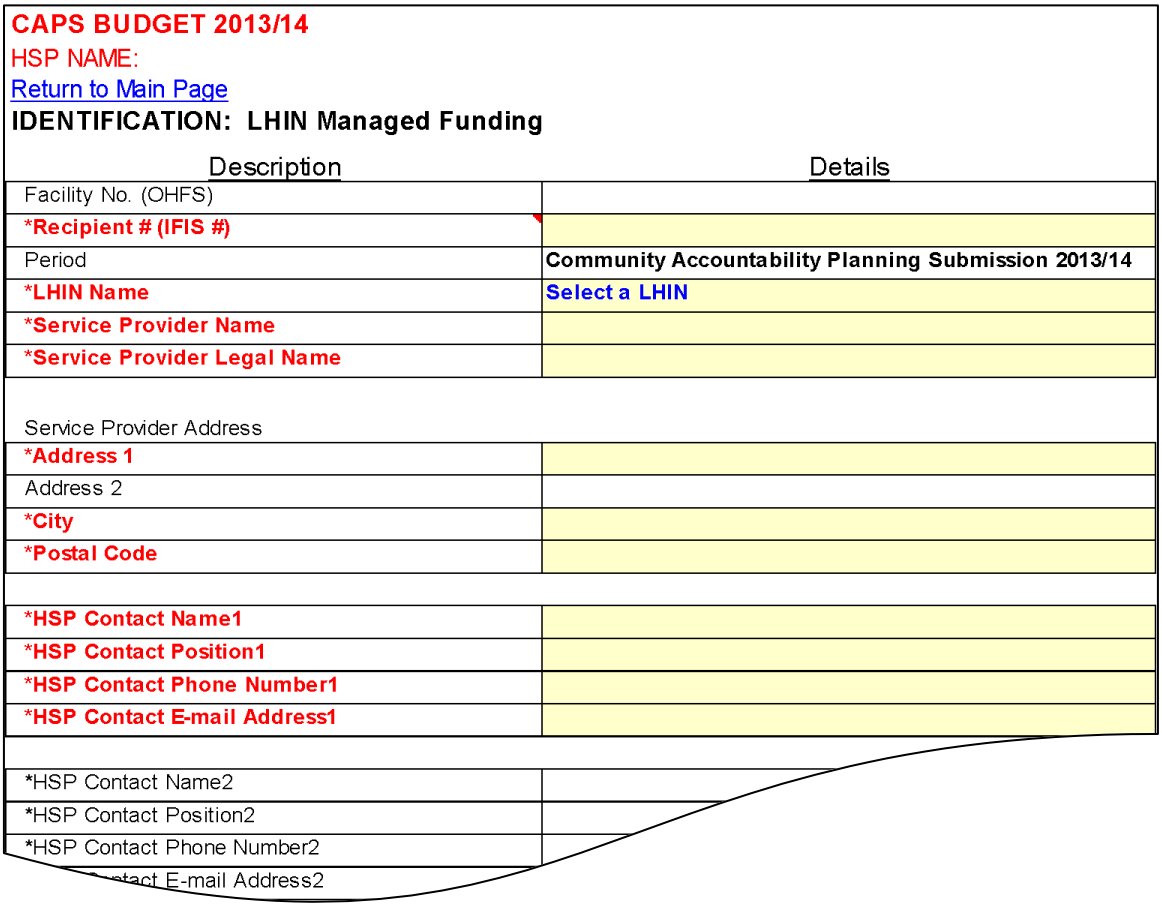
Step 6 Verify the Edit Checks

LHIN Summary (LHIN Use Only)

- There are six steps to complete the CAPS. In Step 2, please note that health service providers (HSPs) should only complete plans for each Transfer Payment Budget Entity (TPBE) for which they are funded. In many cases a HSP will only complete planning for one TPBE.
- Users can return to the main menu by clicking on Return to Main Page at the top of each form contained in this file.

Step 1: Identification

Below is an example of the Identification screen. Users will populate this screen with relevant information to the CAPS. LHINs will use this information during review to send inquiries about the submission.



CAPS BUDGET 2013/14

HSP NAME:

Return to Main Page

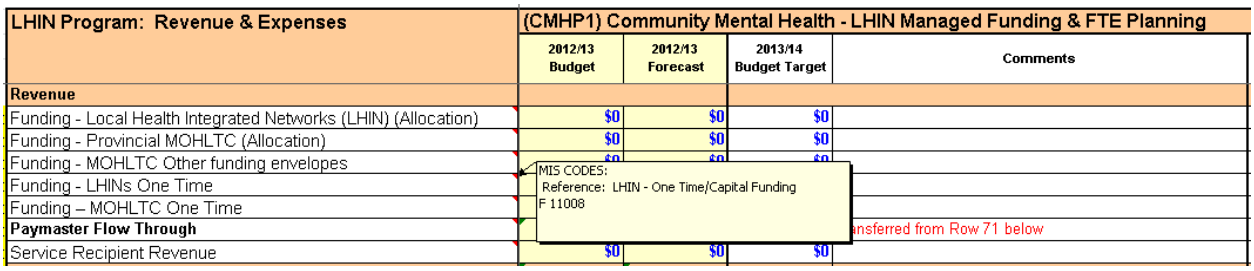
IDENTIFICATION: LHIN Managed Funding

Description	Details
Facility No. (OHFS)	
*Recipient # (IFIS #)	
Period	Community Accountability Planning Submission 2013/14
*LHIN Name	Select a LHIN
*Service Provider Name	
*Service Provider Legal Name	
Service Provider Address	
*Address 1	
Address 2	
*City	
*Postal Code	
*HSP Contact Name1	
*HSP Contact Position1	
*HSP Contact Phone Number1	
*HSP Contact E-mail Address1	
*HSP Contact Name2	
*HSP Contact Position2	
*HSP Contact Phone Number2	
*tact E-mail Address2	

- HSPs should complete each information cell on this page.
- All yellow-highlighted cells are mandatory fields, indicated with red text.
- Once completed, select Return to Main Page to continue with the next step.

Step 2: Financial & FTE Program Plans

The financial and full-time equivalent (FTE) planning for each separate TPBE has been combined into one form. Below is an example of this form:



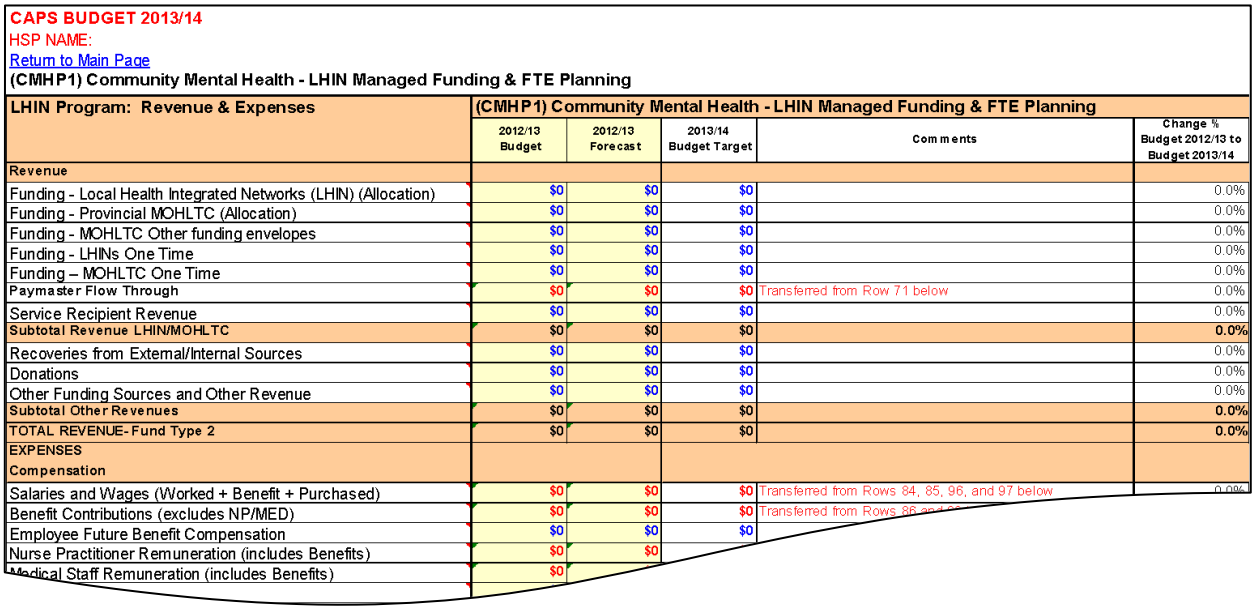
LHIN Program: Revenue & Expenses	(CMHP1) Community Mental Health - LHIN Managed Funding & FTE Planning			
	2012/13 Budget	2012/13 Forecast	2013/14 Budget Target	Comments
Revenue				
Funding - Local Health Integrated Networks (LHIN) (Allocation)	$0	$0	$0	
Funding - Provincial MOHLTC (Allocation)	$0	$0	$0	
Funding - MOHLTC Other funding envelopes				
Funding - LHINs One Time				
Funding – MOHLTC One Time				
Paymaster Flow Through				nsferred from Row 71 below
Service Recipient Revenue	$0	$0	$0	

MIS CODES:
Reference: LHIN - One Time/Capital Funding
F 11008

- From the Main Page select the first program, or TPBE, that is LHIN/Ministry-funded and complete the financial and FTE details.
    - TPBEs: CMHP1, ABI, PG, SAP, POMS, CMH, CSS, PALC, AO, SH, CHC, CCAC
    - The FTE Planning section can be found after the Revenue & Expenses section.
- Once completed, return to the Main Page and select the next program as necessary until the financial and FTE information have been entered for all funded programs.
- The red triangles that appear in the upper right corner in the line description column (1st column) indicate that there are comments containing the corresponding Management Information Systems (MIS) codes. This resource allows ease of mapping budget lines to the proper CAPS budget line. To view the MIS codes, hover your mouse over the desired line item, as exampled above.

Column Descriptions

The columns contained in this CAPS have been condensed to demonstrate 2013/14 information only.



CAPS BUDGET 2013/14
HSP NAME:
Return to Main Page
(CMHP1) Community Mental Health - LHIN Managed Funding & FTE Planning

LHIN Program: Revenue & Expenses	(CMHP1) Community Mental Health - LHIN Managed Funding & FTE Planning				
	2012/13 Budget	2012/13 Forecast	2013/14 Budget Target	Comments	Change % Budget 2012/13 to Budget 2013/14
Revenue					
Funding - Local Health Integrated Networks (LHIN) (Allocation)	$0	$0	$0		0.0%
Funding - Provincial MOHLTC (Allocation)	$0	$0	$0		0.0%
Funding - MOHLTC Other funding envelopes	$0	$0	$0		0.0%
Funding - LHINs One Time	$0	$0	$0		0.0%
Funding – MOHLTC One Time	$0	$0	$0		0.0%
Paymaster Flow Through	$0	$0	$0	Transferred from Row 71 below	0.0%
Service Recipient Revenue	$0	$0	$0		0.0%
Subtotal Revenue LHIN/MOHLTC	$0	$0	$0		0.0%
Recoveries from External/Internal Sources	$0	$0	$0		0.0%
Donations	$0	$0	$0		0.0%
Other Funding Sources and Other Revenue	$0	$0	$0		0.0%
Subtotal Other Revenues	$0	$0	$0		0.0%
TOTAL REVENUE- Fund Type 2	$0	$0	$0		0.0%
EXPENSES					
Compensation					
Salaries and Wages (Worked + Benefit + Purchased)	$0	$0	$0	Transferred from Rows 84, 85, 96, and 97 below	0.0%
Benefit Contributions (excludes NP/MED)	$0	$0	$0	Transferred from Rows 86 and 87	
Employee Future Benefit Compensation	$0	$0	$0		
Nurse Practitioner Remuneration (includes Benefits)	$0	$0			
Medical Staff Remuneration (includes Benefits)	$0				

The following describes each column, and its intended purpose:

- **2012/13 Budget:** This value represents the prior year's adjusted budget. This information needs to be manually populated by the HSP using the previously submitted 2012/13 Q2 reporting.
- **2012/13 Forecast:** This value represents the prior year's (forecasted) actual. This information needs to be manually populated by the HSP using the previously submitted 2012/13 Q2 reporting, and should match the actuals reported in previously submitted 2011/12 Q4 reporting.
- **2013/14 Budget Target:** This value is the organization's Year 3 planning. Enter the LHIN/Ministry revenue based on the planning target communicated to the agency. Complete the remaining Revenue and Expense elements that apply to the agency.
    - The Total Revenues must Balance with the Total Expenses to pass the final edit check.
    - Record the Administration Expenses that *are* included in the Fund Type 2 expenses on the Administration and Support Services line. This value will populate your Total Cost for the Administration and Services Functional Centre in Step 3.
    - Paymaster agreements can be completed at the bottom of this screen with the values transferred automatically to Row 18. If you are the payer in a Paymaster agreement record the full LHIN funding in the LHIN allocation line, and a negative funding amount on the Paymaster line to show the transfer of funding.

- Note: Salary and Benefit values are transferred automatically from planning values entered in the FTE planning at the bottom of Step 2. No entry is required on the salary and benefit lines of the Finance screens.

- **Comments:** This column is reserved for additional comments regarding the planned values. Use this to clarify values for the LHIN if necessary and as a reminder to yourself as to what is included in the individual lines.
- **Change %:** This value is the calculation for Year 3 increases. Calculations are based on the historical values in the "2012/13 Budget" and "2012/13 Forecast" columns above.

Row Details: Financial Planning – Fund Type 2

The rows provided in the CAPS are very similar to previous reporting obligations.

	LHIN Program: Revenue & Expenses	(CMHP1) Community Mental Health - LHIN Managed Funding & FTE Planning			
		2012/13 Budget	2012/13 Forecast	2013/14 Budget Target	Comments
1	Revenue				
	Funding - Local Health Integrated Networks (LHIN) (Allocation)	$0	$0	$0	
	Funding - Provincial MOHLTC (Allocation)	$0	$0	$0	
	Funding - MOHLTC Other funding envelopes	$0	$0	$0	
	Funding - LHINs One Time	$0	$0	$0	
	Funding – MOHLTC One Time	$0	$0	$0	
	Paymaster Flow Through	$0	$0	$0	Transferred from Row 71 below
	Service Recipient Revenue	$0	$0	$0	
	Subtotal Revenue LHIN/MOHLTC	$0	$0	$0	
	Recoveries from External/Internal Sources	$0	$0	$0	
2	Donations	$0	$0	$0	
	Other Funding Sources and Other Revenue	$0	$0	$0	
	Subtotal Other Revenues	$0	$0	$0	
	TOTAL REVENUE- Fund Type 2	$0	$0	$0	
3	EXPENSES				
	Compensation				
	Salaries and Wages (Worked + Benefit + Purchased)	$0	$0	$0	Transferred from Rows 84, 85, 96, and 97 below
	Benefit Contributions (excludes NP/MED)	$0	$0	$0	Transferred from Rows 86 and 98 below
	Employee Future Benefit Compensation	$0	$0	$0	
	Nurse Practitioner Remuneration (includes Benefits)	$0	$0	$0	Transferred from Row 116 below
	Medical Staff Remuneration (includes Benefits)	$0	$0	$0	Transferred from Row 115 below
	Sessional Fees	$0	$0	$0	
	Service Costs				
	Med/Surgical Supplies and Drugs	$0	$0	$0	
	Supplies and Sundry Expenses (excl. Med/Surg Supplies & Drugs)	$0	$0	$0	
	Community One Time Expense	$0	$0	$0	
	Equipment Expenses	$0	$0	$0	
	Amortization on Major Equip and Software License and Fees	$0	$0	$0	
	Contracted Out Expense	$0	$0	$0	
	Buildings and Grounds Expenses	$0	$0	$0	
	Building Amortization	$0	$0	$0	
	TOTAL EXPENSES Fund Type 2	$0	$0	$0	
	NET SURPLUS/(DEFICIT) FROM OPERATIONS	$0	$0	$0	
4	Amortization - Grants/Donations Revenue	$0	$0	$0	
	SURPLUS/DEFICIT Including Amortization of Grants/Donations	$0	$0	$0	
	FUND TYPE 3 - OTHER				
	Total Revenue (Type 3)	$0	$0	$0	
	Total Expenses (Type 3)	$0	$0	$0	
	NET SURPLUS/(DEFICIT) FUND TYPE 3	$0	$0	$0	
	FUND TYPE 1 - HOSPITAL				

- Section 1: Enter the LHIN/Ministry-planned revenues for Year 3 in this section. The Paymaster line is populated from the detail that you entered further down in the form.
- Section 2: Enter other Revenue items here.
- Section 3: Enter the LHIN/Ministry-planned expenses for Year 3 in this section. The Salaries and Benefit Contributions are automatically transferred from the FTE Planning section further down in the form.
- Section 4: Enter the Amortization amounts here.

Row Details: Financial Planning – Fund Type 1 & 3

	LHIN Program: Revenue & Expenses	(CMHP1) Community Mental Health		
		2012/13 Budget	2012/13 Forecast	2013/14 Budget Target
5	**FUND TYPE 3 - OTHER**			
	Total Revenue (Type 3)	$0	$0	$0
	Total Expenses (Type 3)	$0	$0	$0
	NET SURPLUS/(DEFICIT) FUND TYPE 3	$0	$0	$0
6	**FUND TYPE 1 - HOSPITAL**			
	Total Revenue (Type 1)	$0	$0	$0
	Total Expenses (Type 1)	$0	$0	$0
	NET SURPLUS/(DEFICIT) FUND TYPE 1	$0	$0	$0
	ALL FUND TYPES			
	Total Revenue (All Funds)	$0	$0	$0
	Total Expenses (All Funds)	$0	$0	$0
	NET SURPLUS/(DEFICIT) ALL FUND TYPES	$0	$0	$0
7	**Total Administration Expenses Allocated to the TPBEs**			
	Undistributed Accounting Centres	$0	$0	$0
	Administration and Support Services	$0	$0	$0
	Management Clinical Services	$0	$0	$0
	Medical Resources	$0	$0	$0
	Total Administrative & Undistributed Expenses (Included in fund type 2 ex	$0	$0	$0
8	**PAYMASTER AGREEMENTS**			
		$0	$0	$0
		$0	$0	$0
		$0	$0	$0
		$0	$0	$0
		$0	$0	$0
		$0	$0	$0
	Total Paymaster/Flow Through (Transferred to Line 6 above)	$0	$0	$0

- Section 5: Enter the planned Total Revenue and Expenses for Fund Type 3 of the agency.
- Section 6: If you are part of a hospital, enter the planned Total Revenue and Expenses for the Fund Type 3 amounts of the agency.
- Section 7: Enter Administration expenses that are included in the expense lines (Section 3 above).
- Section 8: Enter all Paymaster arrangements here (maximum of 6). Use the comments column to provide the details of each arrangement.

Row Details: FTE Planning

Below is an example of the FTE planning rows contained in the forms for Step 2 of the CAPS. Please ensure you review the Ontario Healthcare Reporting Standards (OHRS) definitions of FTEs for Administration vs. Direct Services, as well as Management and Operational Support (MOS) vs. Unit-Producing Personnel (UPP).

LHIN Program: FTE Planning	(CMHP1) Community Mental Health		
	2012/13 Budget	2012/13 Forecast	2013/14 Budget Target
721 FTE- Administration and Support Services			
MOS FTE (Earned Hours divided by 1950= FTE)	0.00	0.00	0.00
UPP FTE (Earned Hours divided by 1950= FTE)	0.00	0.00	0.00
Worked hours Cost	$0	$0	$0
Benefit hours Cost	$0	$0	$0
Benefit Contributions Cost	$0	$0	$0
# of Volunteers	0.00	0.00	0.00
Volunteer Hours	0.00	0.00	0.00
Total Administration and Support Services FTE	0.00	0.00	0.00
Total Administration and Support Services Total Compensation	$0	$0	$0
Average Cost Per Administration and Support Services FTE	-	-	-
Administration and Support Services VH as % of Total FTE	0.0%	0.0%	0.0%
725 FTE- Direct Services			
MOS FTE (Earned Hours divided by 1950= FTE)	0.00	0.00	0.00
UPP FTE (Earned Hours divided by 1950= FTE)	0.00	0.00	0.00
Worked hours Cost	$0	$0	$0
Benefit hours Cost	$0	$0	$0
Benefit Contributions Cost	$0	$0	$0
# of Volunteers	0.00	0.00	0.00
Volunteer Hours	0.00	0.00	0.00
Total Direct Services FTE	0.00	0.00	0.00
Total Direct Services Total Compensation	$0	$0	$0
Average Cost Per Direct Servicers FTE	-	-	-
Direct Services VH as % of Total FTE	0.0%	0.0%	0.0%
FTE- Medical Staff Remuneration & Nurse Practitioner Remuneration			
MED FTE (Earned Hours divided by 1950= FTE)	0.00	0.00	0.00
Worked hours Cost MED	$0	$0	$0
Benefit hours Cost MED	$0	$0	$0
Benefit Contributions Cost MED	$0	$0	$0
NP FTE (Earned Hours divided by 1950= FTE)	0.00	0.00	0.00
Worked hours Cost NP	$0	$0	$0
Benefit hours Cost NP	$0	$0	$0
Benefit Contributions Cost NP	$0	$0	$0
Total MED & NP FTE	0.00	0.00	0.00
Total Compensation MED	$0	$0	$0
Total Compensation NP	$0	$0	$0
Average Cost Per FTE MED	-	-	-
Average Cost Per FTE NP	-	-	-

- The FTE Planning section is divided into 3 areas:
  - Administration and Support Services;
  - Direct Services; and
  - Medical Staff Remuneration & Nurse Practitioner Remuneration.

- Within each area, there are the following requirements for completion:
  - FTE: The FTE is planned by program and subdivided by MOS and UPP FTE
  - Hours Cost: Enter the “Worked”, “Benefit” and “Benefit Contribution”. The amounts entered will be automatically transferred to the Financial Planning section.
  - Volunteers: Enter the number of volunteers and their hours. This information is not used by the Financial Planning section.

Step 3: Service Selection Page

Within the OHRS chart of accounts for Service Activity, there are over 160 potential functions or services types that may be offered by community agencies in Ontario. Rather than listing all of these services for every agency, an interim step has been built into the CAPS forms to allow agencies to select services and functions that are unique to their agency.

SERVICE SELECTION SCREEN

Enter an "x" under the "LHIN Funded Services" column below for each service that your agency provides.

Return to Main Page		LHIN Funded Services
Total Administration Expenses		
Undistributed Accounting Centres	82*	
Administration and Support Services	72 1*	x
COM Clinical Management	72 5 05	
COM Medical Resources	72 5 07	
Case Management 72 5 09*		
Case Management	72 5 09 30	
Case Management - Mental Health	72 5 09 76	
Case Management Addictions - Substance Abuse	72 5 09 78 11	
Case Management Addictions - Problem Gambling	72 5 09 78 12	
Primary Care- Clinics/Programs 72 5 10*		
Practice	72 5 10 05	
COM Clinics/Programs - Walk In Clinic	72 5 10 10	
Nursing Clinic		
COM Clinics/Programs - General Clinic		
Combined Clinic		
Clinic		

- The individual services or functions are listed in the left column with the corresponding MIS codes showing directly beside the service. Enter an “x” in the right column (yellow cells) to select services that the agency delivers. This will cause the services that appear on the Activity Planning Page to be specific in the next step. The Administration line has been pre-selected for you.
- Select Return to Main Page to continue with the next step after selecting all of your agency’s services.

Step 4: Activity Planning Page

The Activity Planning in CAPS is not completed by program (TPBE). All of the services selected in Step 3 are displayed, as well as the service categories (e.g. Visits Face-to-Face, Individuals Served by Functional Centre, etc.) that are mandatory in MIS reporting for that service. To add services, you MUST go back to Step 3 and select the services from the form.

CAPS BUDGET 2013/14
HSP NAME:
Return to Main Page
LHINAct: LHIN Activity Detail

Functional/Accounting Centre Service	2012/13 Budget	2012/13 Forecast	2013/14 Budget Target	Comments	Change % Budget 2012/13 to Budget 2013/14
Administration and Support Services 72 1					
Full-time equivalents (FTE) *(Earned Hours divided by 1950 = # FTE)*	0.00	0.00	0.00	Transferred from Line 89 on the LHINFin_SummarySheet	0.0%
Visits F2F, Tel.,In-House, Cont. Out	0	0	0		0.0%
Not Uniquely Identified Service Recipient Interactions	0	0	0		0.0%
Hours of Care In-House & Contracted Out	0	0	0		0.0%
Inpatient/Resident Days	0	0	0		0.0%
Individuals Served by Functional Centre	0	0	0		0.0%
Attendance Days Face-to-Face	0	0	0		0.0%
Group Sessions (# of group sessions- not individuals)	0	0	0		0.0%
Meal Delivered-Combined	0	0	0		0.0%
Total Cost for Functional Centre	$0	$0	$0	Transferred from Line 60 on the LHINFin_SummarySheet	0.0%
Mental Health Sessions	0	0	0		0.0%
Group Participant Attendances *(Reg & Non-Reg)*	0	0	0		0.0%
Service Provider Interactions (All Time Intervals)	0	0	0		0.0%
Service Provider Group Interactions (All Time Intervals)	0	0	0		0.0%
Undistributed Accounting/Functional Centres 728, 729, 82					
Full-time equivalents (FTE) *(Earned Hours divided by 1950 = # FTE)*	0.00	0.00	0.00		
Visits F2F, Tel.,In-House, Cont. Out	0	0	0		
Not Uniquely Identified Service Recipient Interactions	0	0	0		
Hours of Care In-House & Contracted Out	0	0			

- The Activity Planning Page has the same column elements as the Financial & FTE Program Plans (Step 2).
- Copy the 2012/13 Budget and 2012/13 Forecast from the 2012/13 Q2 reporting previously completed by the agency.
- Each of the yellow lines (mandatory for MIS reporting) must be completed for the 2013/14 Budget Target.

Step 5: Schedules – EForms

Schedule A1 – Description of Services Narrative

- HSPs should refer to their current M-SAA agreement and update this schedule if service changes have occurred. If there has been no change, HSPs should click “No Change” in the box provided.
- This screen will automatically display only those services that were selected in Step 3 of the process. Where the LHIN has amended row 10 to show specific areas within the LHIN, the HSP should enter an “X” under the appropriate area for each service provided within the LHIN. If no area names are specified, enter the “X” under all.
- If the HSP provides services to clients from other LHINs, they can indicate these other LHINs on the right side of this form by entering an “X”.

Schedule A2 – Population and Geography Narrative

- HSPs should refer to their current M-SAA agreement and update this schedule if client populations and geography served has changed over the past two years. If there has been no change, HSPs should write “No Change”.
- Limit your narrative to the space provided.

Schedule B1 – Summary of Revenue and Expenses

- No action required. The values on this schedule are automatically populated from the LHINFin_Summary page (Step 2).

Schedule B2 – Activity Summary

- No action required. The values on this schedule are automatically populated from Schedule E2a.

Step 6: Verify the Edit Checks

Happy faces indicate successful edit checks. Sad faces indicate failed edit checks, which must be corrected.

CAPS BUDGET 2013/14
HSP NAME:
Return to Main Page

EDIT CHECKS	
The HSP Identification Screen is Complete	☹
All expenses planned are allocated to Functional Centres on the LHIN Activity Screen.	☺
All FTEs planned are allocated to Functional Centres on the LHIN Activity Screen.	☺
Total Fund Type 3 is not planned as a Deficit.	☺

Please ensure all line items on the Identification sheet that are 'yellow' are complete.

TPBE SPECIFIC EDIT CHECKS	CMHP1	ABI	PG	SAP	POMS	CMH	CSS	PALC	AO	SH	CHC	CCAC
All LHIN budgeted TPBEs (Fund Type 2) are planned with a Zero Surplus/Deficit.	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺
All budgeted TPBEs are planned with Administration Expenses (WARNING ONLY).	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺
All budgeted TPBEs are planned with FTE allocations.	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺

Edit Checks

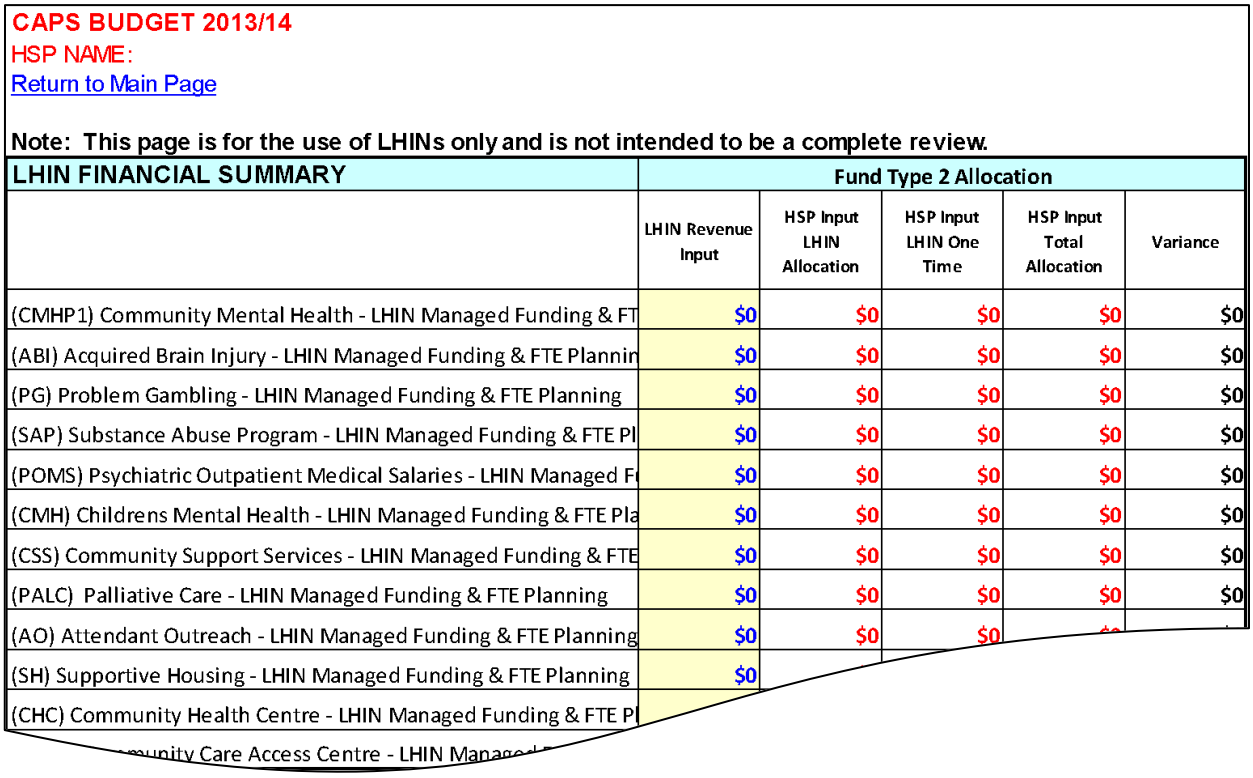
- The HSP Identification Screen is Complete
  - On the Identification form (Step 1), cells highlighted in yellow are mandatory. Return to the Identification form from the Main Page.
- All expenses planned are allocated to Functional Centres on the LHIN Activity Screen
  - The total Fund Type 2 expenses on the Financial Planning forms must be equal to the total allocated expenses on the Activity Planning forms.
- All FTEs planned are allocated to Functional Centres on the LHIN Activity Screen
  - The total Fund Type 2 FTEs on the Financial Planning forms must be equal to the total allocated FTEs on the Activity Planning forms.
- Total Fund Type 3 is not planned as a Deficit
  - The Total Revenue and Total Expenses for Fund Type 3 must net to a value equal to or greater than $0 on the Financial Planning forms.

TPBE-Specific Edit Checks

- All LHIN-budgeted TPBEs (Fund Type 2) are planned with a Zero Surplus/Deficit
  - The Total Revenue and Total Expenses for Fund Type 2 must balance exactly to zero on the Financial Planning form for each TPBE.
- All budgeted TPBEs are planned with Administration Expenses (WARNING ONLY)
  - There should be a value under Administration & Support Services for each funded program (TPBE).
- All budgeted TPBEs are planned with FTE allocations
  - There must be a value under Total FTE for each funded program (TPBE).

LHIN Summary (LHIN Use Only)

The CAPS contains a new form that provides a LHIN summary. From the Main Page, click on the link at the bottom, right-hand corner to access this form. This page allows LHINs to view Financial and FTE plans, Contracted-out Services and Paymaster Agreements, and Global Indicators.



CAPS BUDGET 2013/14
HSP NAME:
Return to Main Page

Note: This page is for the use of LHINs only and is not intended to be a complete review.

LHIN FINANCIAL SUMMARY	Fund Type 2 Allocation				
	LHIN Revenue Input	HSP Input LHIN Allocation	HSP Input LHIN One Time	HSP Input Total Allocation	Variance
(CMHP1) Community Mental Health - LHIN Managed Funding & FT	$0	$0	$0	$0	$0
(ABI) Acquired Brain Injury - LHIN Managed Funding & FTE Plannin	$0	$0	$0	$0	$0
(PG) Problem Gambling - LHIN Managed Funding & FTE Planning	$0	$0	$0	$0	$0
(SAP) Substance Abuse Program - LHIN Managed Funding & FTE Pl	$0	$0	$0	$0	$0
(POMS) Psychiatric Outpatient Medical Salaries - LHIN Managed F	$0	$0	$0	$0	$0
(CMH) Childrens Mental Health - LHIN Managed Funding & FTE Pla	$0	$0	$0	$0	$0
(CSS) Community Support Services - LHIN Managed Funding & FTE	$0	$0	$0	$0	$0
(PALC) Palliative Care - LHIN Managed Funding & FTE Planning	$0	$0	$0	$0	$0
(AO) Attendant Outreach - LHIN Managed Funding & FTE Planning	$0	$0	$0		
(SH) Supportive Housing - LHIN Managed Funding & FTE Planning	$0				
(CHC) Community Health Centre - LHIN Managed Funding & FTE Pl					
unity Care Access Centre - LHIN Managed					

LHIN Financial Summary

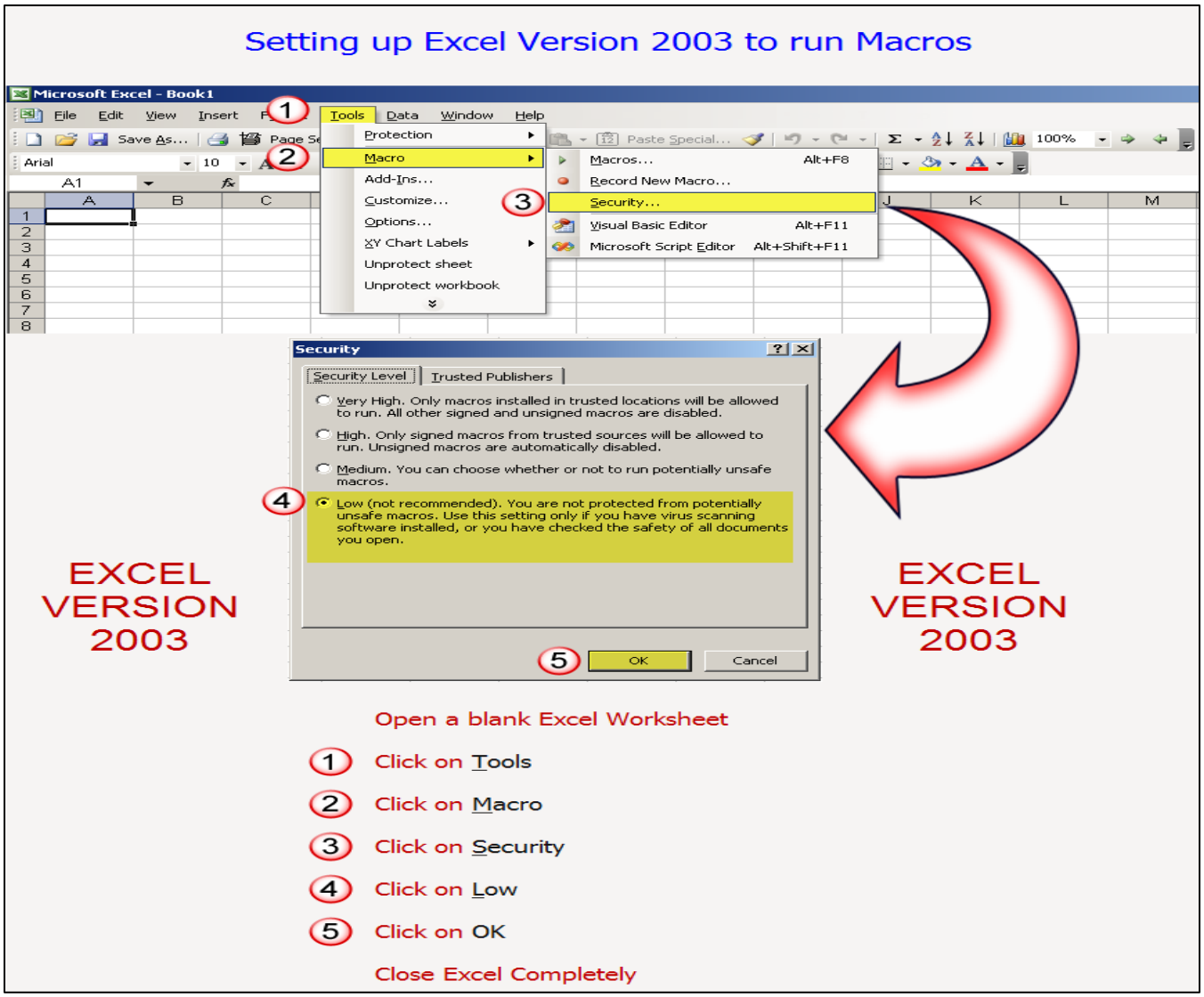
- Under the LHIN Revenue Input column (yellow cells), enter in the LHIN-funded amounts for each TPBE. The HSP Input columns are pre-populated from the Financial Planning forms. The Variance column indicates whether there is a difference between the LHIN Revenue and HSP Total Allocation columns.

Appendices

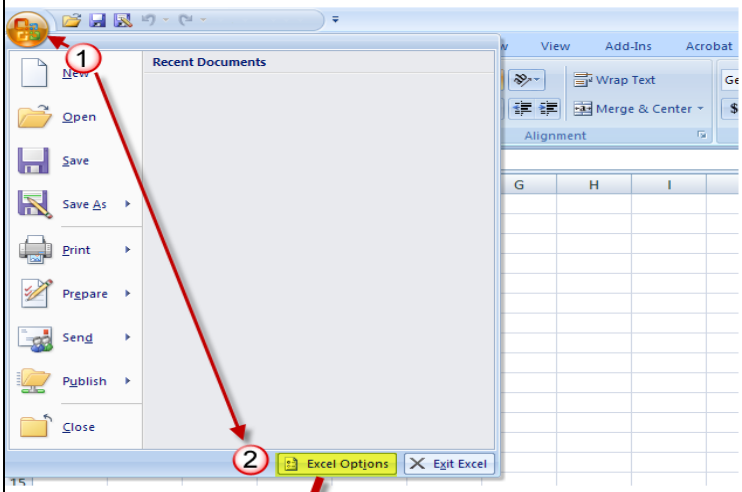
Appendix A: Preliminary Setup Instructions for Excel

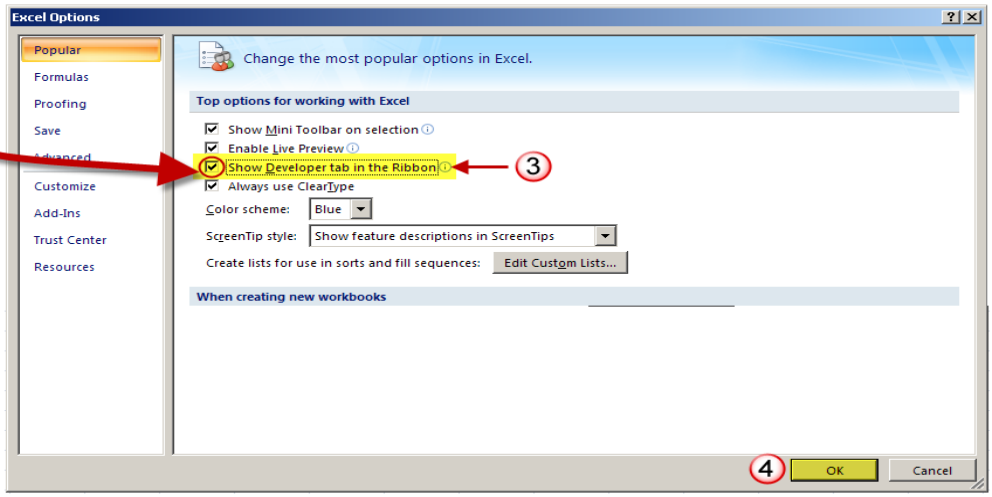
- All users must complete the instructions below for your version of Excel in order to begin working in the file.

Excel 2003 – Setting Up Macros


Setting up Excel Version 2003 to run Macros
Microsoft Excel - Book1
File Edit View Insert Format Tools Data Window Help
Tools
Protection
Macro
Add-Ins...
Customize...
Options...
XY Chart Labels
Unprotect sheet
Unprotect workbook
Macros... Alt+F8
Record New Macro...
Security...
Visual Basic Editor Alt+F11
Microsoft Script Editor Alt+Shift+F11
Security
Security Level
Trusted Publishers
Very High. Only macros installed in trusted locations will be allowed to run. All other signed and unsigned macros are disabled.
High. Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled.
Medium. You can choose whether or not to run potentially unsafe macros.
Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you have checked the safety of all documents you open.
OK
Cancel
EXCEL VERSION 2003
EXCEL VERSION 2003
Open a blank Excel Worksheet
1 Click on Tools
2 Click on Macro
3 Click on Security
4 Click on Low
5 Click on OK
Close Excel Completely

Setting up Excel Version 2007 to run Macros- Part 1 of 2

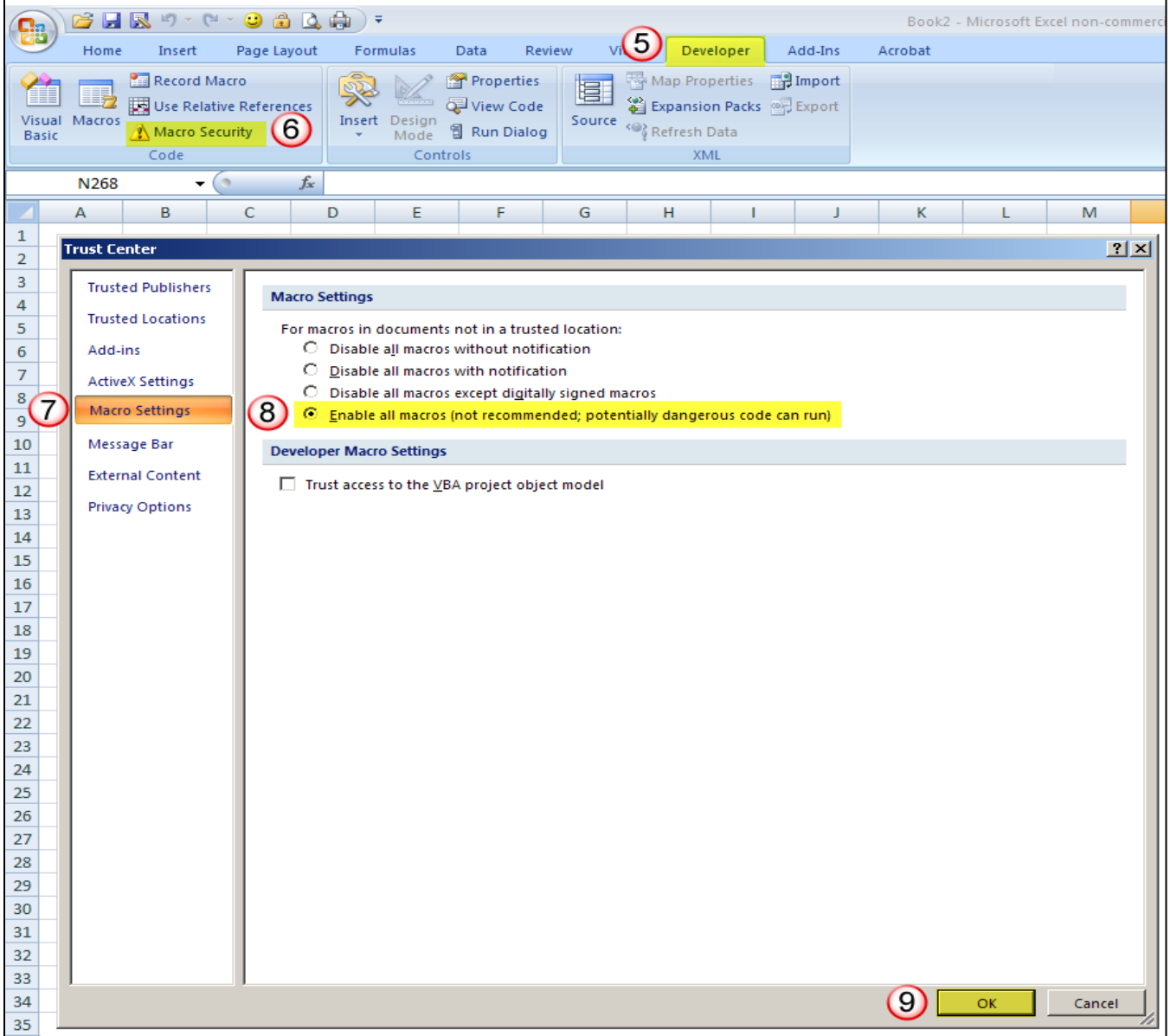




Open a blank Excel Worksheet

1. Click on the Office Button
2. Click on Excel Options
3. Click on Show Developer tab in the Ribbon
4. Click on OK

Setting up Excel Version 2007 to run Macros- Part 2 of 2



5 Click on Developer

6 Click on Macro Security

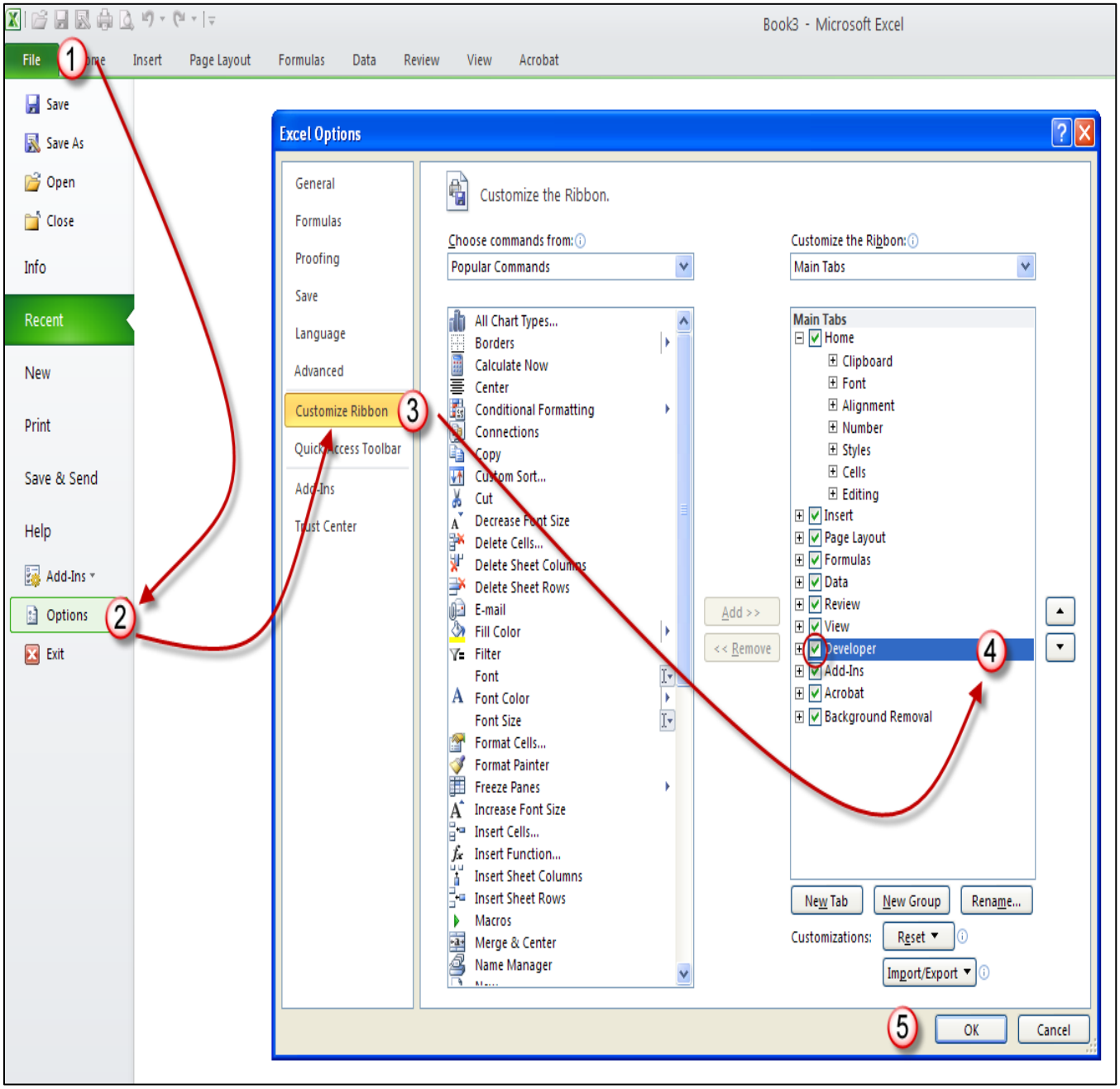
7 Click on Macro Settings

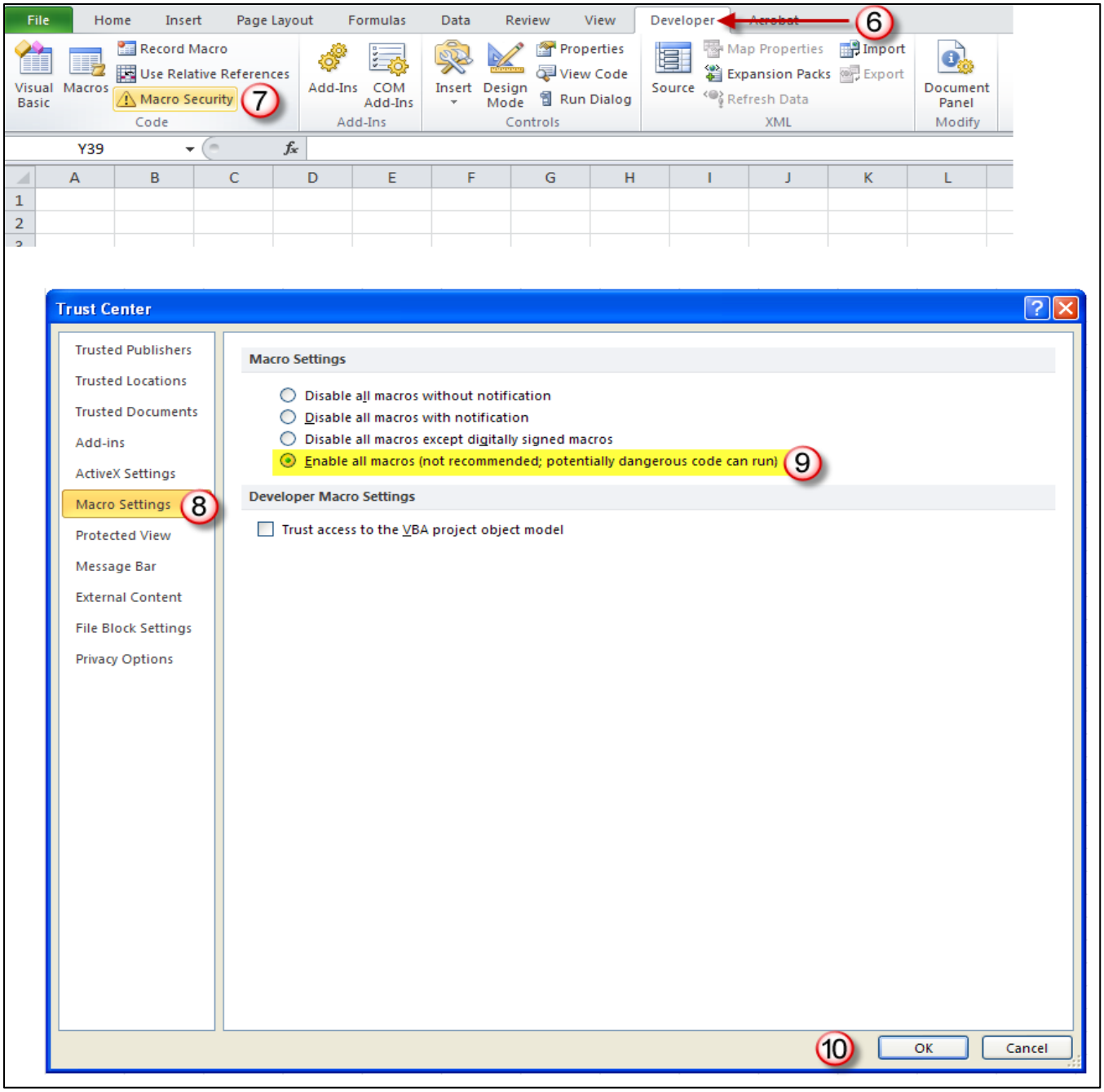
8 Click on Enable all macros

9 Click on OK

Close Excel Completely

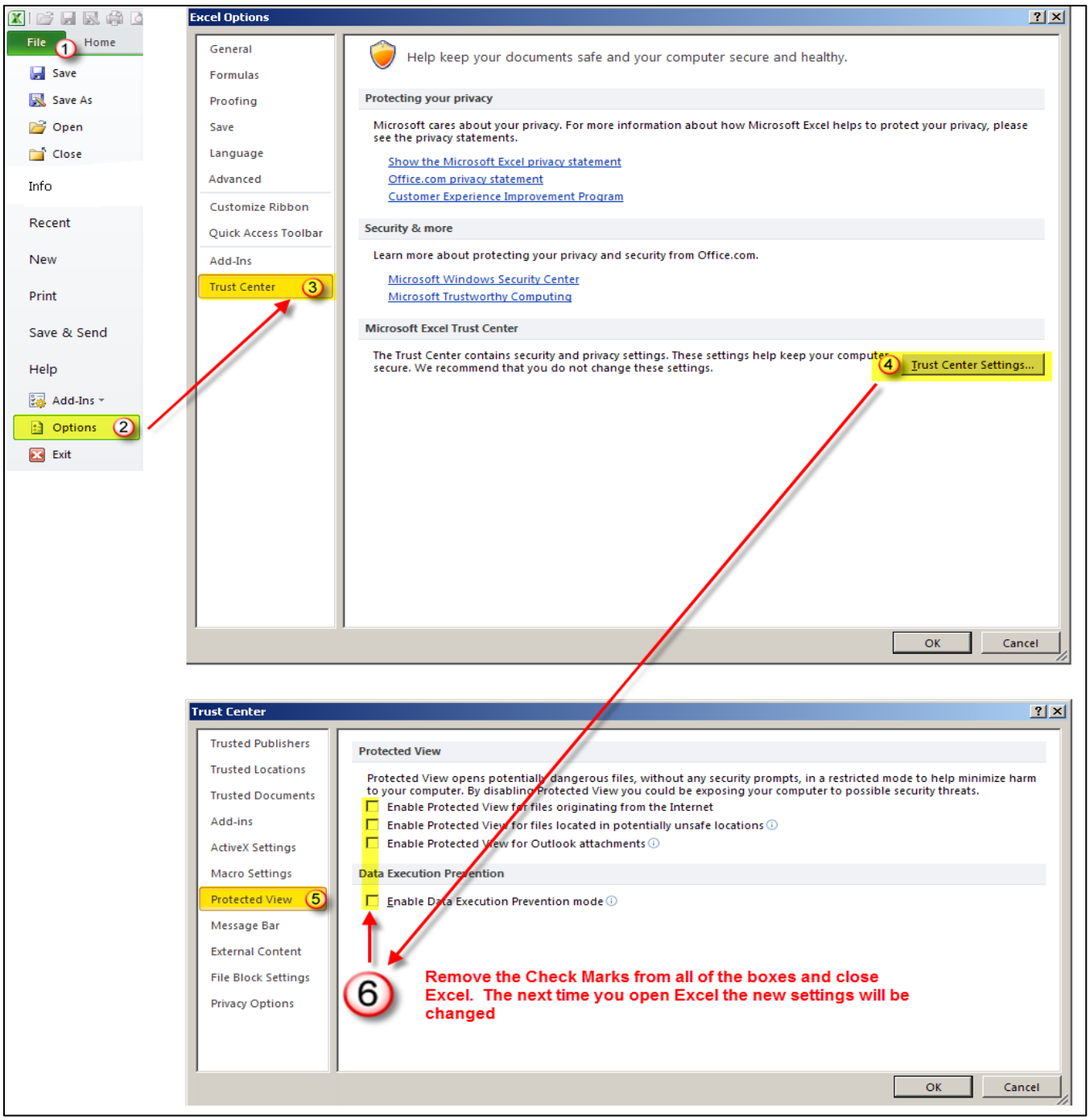
Excel 2010 – Setting Up Macros





Excel 2010 – Removing the Protected View

This is an additional step required for users of Excel 2010 to remove the protected view option and allow the model to run the automated macros freely.


File
1
Home
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Add-Ins
Options
2
Exit
Excel Options
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
3
Help keep your documents safe and your computer secure and healthy.
Protecting your privacy
Microsoft cares about your privacy. For more information about how Microsoft Excel helps to protect your privacy, please see the privacy statements.
Show the Microsoft Excel privacy statement
Office.com privacy statement
Customer Experience Improvement Program
Security & more
Learn more about protecting your privacy and security from Office.com.
Microsoft Windows Security Center
Microsoft Trustworthy Computing
Microsoft Excel Trust Center
The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.
4
Trust Center Settings...
OK
Cancel
Trust Center
Trusted Publishers
Trusted Locations
Trusted Documents
Add-ins
ActiveX Settings
Macro Settings
Protected View
5
Message Bar
External Content
File Block Settings
Privacy Options
Protected View
Protected View opens potentially dangerous files, without any security prompts, in a restricted mode to help minimize harm to your computer. By disabling Protected View you could be exposing your computer to possible security threats.
Enable Protected View for files originating from the Internet
Enable Protected View for files located in potentially unsafe locations
Enable Protected View for Outlook attachments
Data Execution Prevention
Enable Data Execution Prevention mode
6
Remove the Check Marks from all of the boxes and close Excel. The next time you open Excel the new settings will be changed
OK
Cancel

Appendix B: Key Contacts

LHIN	Contact Name	Email	Phone
Central	Wong, Edin Lee, Alice	Edin.wong@lhins.on.ca Alice.lee@lhins.on.ca	905-948-1872 x209 905-948-1872 x237
Central East	Peterson, Brittany Lian, Dana	Brittany.peterson@lhins.on.ca Dana.lian@lhins.on.ca	866-804-5446 x260 866-804-5446 x223
Central West	George, Tellis Buchert, Michael	Tellis.George@lhins.on.ca Michael.Buchert@lhins.on.ca	905-452-6993 905-452-6994
Champlain	Partington, Eric Taylor, Colleen Reiser, Keren Woodbury, Elizabeth Manhire, Patrick Lamontagne, Bernard	Eric.Partington@lhins.on.ca Colleen.Taylor@lhins.on.ca Keren.Reiser@lhins.on.ca Elizabeth.Woodbury@lhins.on.ca Patrick.Manhire@lhins.on.ca Bernard.Lamontagne@lhins.on.ca	613-747-3216 613-747-3223 613-747-3267 613-747-3299 613-747-3227 613-747-3226
Erie St. Clair	Crvenkovski, Pete Harper, Stephanie	Pete.Crvenkovski@lhins.on.ca Stephanie.Harper@lhins.on.ca	866-231-5446 x3217 866-231-5446 x3219
Hamilton Niagara Haldimand Brant	Ciccarelli, Patricia Lawrence, Shannon	Patricia.Ciccarelli@lhins.on.ca Shannon.Lawrence@lhins.on.ca	866-363-5446 x4236 866-363-5446 x4227
Mississauga Halton	Semple, Mirella Paulette , Zulianello Wahab, Andrew	Mirella.Semple@lhins.on.ca Paulette.Zulianello@lhins.on.ca Andrew.Wahab@lhins.on.ca	905-337-4894 905-337-5954 905-337-7131 x220
North East	Lajeunesse, Barry	Barry.lajeunesse@lhins.on.ca	866-906-5446 x261
North Simcoe Muskoka	Maw-Naing, Kinsa Sloss, Bob	Kinsa.mawnaing@lhins.on.ca Bob.sloss@lhins.on.ca	866-903-5446 x213 866-903-5446 x232
North West	Anderson, James	James.Anderson@lhins.on.ca	807-684-9425 x2033
South East	Giajnorio, Rick Tooley, Darryl	Rick.Giajnorio@lhins.on.ca Darryl.Tooley@lhins.on.ca	866-831-5446 x2223 866-831-5446 x2211
South West	Chambers, Scott Ridley, Carolyn Davis, Sarah	Scott.Chambers@lhins.on.ca Carolyn.Ridley@lhins.on.ca Sarah.Davis@LHINS.on.ca	519-640-2578 519-640-2581 519-640-2584
Toronto Central	Stevens, Greg Del Rizzo, Nello Pajaro, Tessie	Greg.Stevens@lhins.on.ca Nello.DelRizzo@lhins.on.ca Tessie.Pajaro@lhins.on.ca	416-969-3291 416-969-3318 416-969-3332
Waterloo Wellington	Sankarsingh, Perry Wilson, Tanya	Perry.Sankarsingh@lhins.on.ca Tanya.Wilson@lhins.on.ca	519-650-4472 x233 519-650-4472 x215